

Nebraska Student and Staff Record System
<http://www.education.ne.gov/nssrs>

NDE Staff ID

User Guide

Version 4.0 – August 5, 2016

NDE Staff ID User Guide

NDE Staff ID Import/Upload Batch File Layout

NDE Staff ID Export/Download File Layout



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NDE Staff ID User Guide

This document is to help create a new or search for an existing NDE Staff ID for all staff reported in Staff Reporting. For a list of staff reported, see Appendix C of the Staff Instruction Manual.

Table of Contents

- Log into NDE Staff ID Using the NDE Portal 1
- Staff Search 2
- Enter Individual Staff..... 5
- How to Format the Batch File 8
- How to Import/Upload Data with a Batch File 10
- Validating and Correcting the Batch File 12
- Performing Search for Near Matches 14
- Resolving Near Matches 15
- Staff Record Resolving 19
- Batch Resolved..... 20
- Assign Staff IDs..... 21
- Download Cart 24
- Import/Upload Batch File Layout..... 28
- Export/Download File Layout 31
- Change Summary 33

Log into NDE Staff ID Using the NDE Portal

The NDE Staff ID application is found under the “Student & Staff (NSSRS)” tab in the NDE Portal. You will need an activation code to be able to access the NDE Staff ID system. Activation codes are available from your District Administrator. They can be found on the NDE Portal under the “District Admin” tab.

Nebraska Department of Education - Portal - Windows Internet Explorer

https://portal.education.ne.gov/Site/DesktopDefault.aspx?tabindex=3&tabid=41

File Edit View Favorites Tools Help

Nebraska Department of Education - Portal

NEBRASKA DEPARTMENT OF EDUCATION
Portal

Helpdesk

Welcome Matthew Dicke! (mdick)

Home Data Collections GIS **Student & Staff (NSSRS)** Collection Admin My Profile Forms NDE Staff Viewer Links Help Training Videos

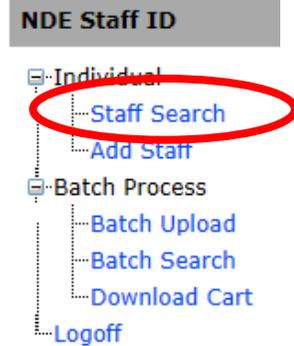
Student and Staff Record System

Available You have access to this online System.
Please proceed by clicking on the name in Name/Link column.

Status	Activation Code(s)	Name/Link	Note
Available	Edit/Remove	NDE Staff ID	

Staff Search

1. To search for an individual staff person, click “**Staff Search**” button from the navigation menu.



2. Select a tab at the top to go to the desired search screen (shown below).

Three search options are available; search by name, gender, and birth date, search by SSN, and search by Staff ID.

Search [SSN Search](#) [Staff ID Search](#)

* Last Name: First Name: Middle Name:

Gender: Date of Birth: / / (month / day / year)

District Code: (xx-xxxx) School Code: Include Staff With No Location

 Include Retired IDs

In the name or location fields, use an asterisk () as a wildcard.*

3. Enter the criteria and click **“Search”**.

Note: The last name is required. Use an **“*”** (asterisk) for wildcard searching.

The screenshot shows a search form with the following fields and options:

- Search** (selected tab), [SSN Search](#), [Staff ID Search](#)
- * Last Name: First Name: Middle Name:
- Gender: Date of Birth: / / (month / day / year)
- District Code: (xx-xxxx) School Code: Include Staff With No Location
- Include Retired IDs

In the name or location fields, use an asterisk () as a wildcard.*

Search Results (82)

Staff ID	Last Name	First Name	Middle Name	Gender	Birth Date	Agency ID	
1144842803	TEACHER	B	J	F	8/27/1969	28-0010-005	<input type="button" value="Details"/>
1144842803	TEACHER	BOB	J	F	8/27/1969	28-0010-005	<input type="button" value="Details"/>
1166475878	TEACHER	B	DAVID	M	11/11/1970		<input type="button" value="Details"/>
1417229478	TEACHER	B	A	F	4/26/1953		<input type="button" value="Details"/>
1744703409	TEACHER	B	M	F	9/8/1930		<input type="button" value="Details"/>
1744703409	TEACHER	B	M	F	9/8/1930		<input type="button" value="Details"/>
1790876105	TEACHER	B	A		10/21/1975	01-0018-000	<input type="button" value="Details"/>
1922882138	TEACHER	B	J	M	4/25/1979	66-0111-002	<input type="button" value="Details"/>

In the example above, there are 82 results found with the first name starting with “b”, a last name of “teacher”.

Note: Generally, it is best to start by performing a search with broad search criteria and then based on the results, narrow the search by including additional criteria or use an **“*”** (asterisk) for wildcard searching.

- Click **“Details”** to view additional information such as previous names and staff history of the Staff ID record (shown below).

Staff Search Details

Staff ID: 7324782063
 SSN: *****
 First Name: Bob
 Last Name: Teacher
 Middle Name: B
 Gender: M
 Birth Date: 4/30/1991
 ADVISER Email: test@test.com

Previous Names

Last Name	First Name	Middle Name	Last Updated	Last Updated By
PreviousName	Bobbie	B	4/30/1991	NDE_DWS/20092010

Staff History (Last 5 Staff Records)

<u>Date</u>	<u>AgencyID</u>	<u>Last Name</u>	<u>FirstName</u>	<u>District/School Name</u>	<u>City</u>	<u>Position</u>
20112012	99-0000-000	Teacher	Bob	Exampleville Elementary School	LINCOLN	TEACHER
20102011	99-0000-000	Teacher	Bob	Exampleville Elementary School	LINCOLN	TEACHER
20092010	99-0000-000	Teacher	Bob	Exampleville Elementary School	LINCOLN	TEACHER
20082009	99-0000-000	Teacher	Bob	Exampleville Elementary School	LINCOLN	TEACHER
20072008	99-0000-000	Teacher	Bob	Exampleville Elementary School	LINCOLN	TEACHER

Last Updated: 1/31/2011 2:23:20 PM

Updated By: NDE_TCS

Enter Individual Staff

1. To enter an individual staff member, click **"Add Staff"** from the left navigation menu.

Staff ID Data Entry

* First Name:

Middle Name:

* Last Name:

Gender:

* Date of Birth: m / d / y (month / day / year)

SSN: (Optional - only used for Staff ID Search)

Local ID: (Optional - only used for Batch Download)

ADVISER Email: (Optional - only used for ADVISER users not already in Staff Reporting)

Last Updated By: Max Reiner (945)

* Required Fields

(Note: Select button will add the selected record to a new Batch)

- SSN is optional as it is used for matching already assigned Staff IDs.
- The Local ID is saved and used in the Batch Download/Upload function.
- The ADVISER Email address only needs to be entered for staff whose email addresses are not already collected in the NSSRS Staff Reporting system but want to be able log into the ADVISER dashboard, such as a Data Steward. This field is not available in the Batch Download/Upload process.

- When complete, click the **“Add / Search”** button. If there are near matches found based on the entered criteria, the near matches will be displayed.

Staff ID Data Entry

* First Name:
 Middle Name:
 * Last Name:
 Gender: ▾
 * Date of Birth: / / (month / day / year)
 SSN: (Optional - only used for Staff ID Search)
 Local ID: (Optional - only used for Batch Download)
 ADVISER Email: (Optional - only used for ADVISER users not already in Staff Reporting)
 Last Updated By: Max Reiner (945)

*Required Fields

Near Matches

	Staff ID	SSN	Last Name	First Name	Middle Name	Gender	BirthDate	Score
<input type="button" value="Select"/>	9369278595		Teacher	Bob	A	M	4/30/1990	100
<input type="button" value="Select"/>	3966128213	555123456	Teacher	Bob	A	M	4/30/1990	80
<input type="button" value="Select"/>	9564025699	214752479	Teacher	Bob	Z	M	6/30/1977	60
<input type="button" value="Select"/>	5952802423	591257517	Teacher	Bob	William	M	6/30/1988	56
<input type="button" value="Select"/>	2620278312	591028915	Teacher	Bob	j	F	1/1/1970	45
<input type="button" value="Select"/>	1574893137	591023915	Teacher	Bob	F	F	1/1/1980	45

(Note: Select button will add the selected record to a new Batch)
 The person is not listed above. I want to assign a new Staff ID...

- If the person searched for is not listed, click **“Assign New Staff ID”** button to add the record to a new batch to be assigned a new NDE Staff ID. Click the **“Select”** button at the left to add this Staff ID record to a new batch. Both options will cause a new batch to be created with this single record.
Note: If you clicked on “Select”, skip to step #6.
- If **“Assign New Staff ID”** is selected, the **“Batch Search”** page will be displayed and new batch will be shown with the status **“Validated”**. The record will then be processed for near matches (shown below). The submitted record is searched for possible Staff which already has been assigned a Staff ID.

Batch Search

Upload Date From: To:
 Status: ▾

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
<input type="button" value="View"/>	2/23/2012	51	(individual)	1	Validated	(Looking for Near Matches...) ✎

- When the processing is complete, the batch's status will be "Resolving_Near_Matches", and a button "Assign IDs" will appear.

Batch Search

Upload Date From: 02/02/2012 To: 02/23/2012

Status: Any

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	2/23/2012	51	(individual)	1	Resolving_Near_Matches	Assign IDs

See [Resolving Near Matches](#) for the steps to resolve near matches, create a new Staff ID, or cancel the Staff ID assignment.

- Once complete, the individual record can be downloaded, or the batch added to the download cart by clicking on the "Download" button. See "Downloading Export file" for further download instruction and options.

Batch Search

Upload Date From: 02/02/2012 To: 02/23/2012

Status: Any

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	2/23/2012	51	(individual)	1	Finished	Download

How to Format the Batch File

See [NDE Staff ID Import/Upload Batch File Layout](#) for additional instructions regarding the batch file format.

The import/upload file must be in one of these formats:

- 1) A comma or tab separated file with extension .TXT
- 2) A comma separated file with extension .CSV
- 3) A tab separated file with extension .TAB

Record Layout:

Order	Field Name	Maximum Length	Required	Notes/Format Details	Sample Data
1	SSN	9	No	Allowed formatting is with or without dashes.	555127890 (or) 555-12-7890 (or) (blank)
2	Local ID	30	No	Optional identifier	JDoe1
3	Last Name	30	Yes		Doe
4	First Name	30	Yes		John
5	Middle Name/Initial	30	No	Middle name or middle initial	R (or) Roger
6	Gender Code	1	No	Valid values: (blank) F- Female M-Male	(blank) (or) F (or) M
7	Birth Date	10	Yes	Allowed formats: 'mm/dd/yyyy' or 'mm-dd-yyyy' or 'yyyy/mm/dd' or 'yyyy-mm-dd'	8/25/1993 (or) 1993-8-25

The input file may or may not have the first row contain column headings. Choose "Yes" or "No" for "First row contains column headers?" question when uploading a file. The fields must be in the proper order in the record layout, regardless of the order of column headers in your batch file.

Here is an example of how a comma separated batch file looks when opened in Windows Notepad:

```

SSN, LOCALID, LASTNAME, FIRSTNAME, MIDDLENAME, GENDER, BIRTHDATE
555127890, JDoe1, Doe, John, R, M, 8/25/1989
555161771, JDoe1, Doe, Jane, S, F, 7/13/1988
555119876, nabby, NewTeacher, Abby, B, F, 12/31/1910
591257517, BT1, Teacher, Bob, Y, M, 6/30/1988
444229876, , Teacher, Bobbie, A, F, 4/30/1990
654673175, 001, Principal, Jane, H, F, 1/1/1963
, JL, Librarian, John, J, M, 5/3/1981
, 002, Instructor, Bob, L, M, 4/2/1967
, tom, Teacher, Tom, , F, 4/30/2008

```

Here is the example when viewed in Microsoft Excel:

	A	B	C	D	E	F	G
1	SSN	LOCALID	LASTNAME	FIRSTNAME	MIDDLENAME	GENDER	BIRTHDATE
2	555127890	JDoe1	Doe	John	R	M	8/25/1989
3	555161771	JDoe1	Doe	Jane	S	F	7/13/1988
4	555119876	nabby	NewTeacher	Abby	B	F	12/31/1910
5	591257517	BT1	Teacher	Bob	Y	M	6/30/1988
6	444229876		Teacher	Bobbie	A	F	4/30/1990
7	654673175	1	Principal	Jane	H	F	1/1/1963
8		JL	Librarian	John	J	M	5/3/1981
9		2	Instructor	Bob	L	M	4/2/1967
10		tom	Teacher	Tom		F	4/30/2008
11							

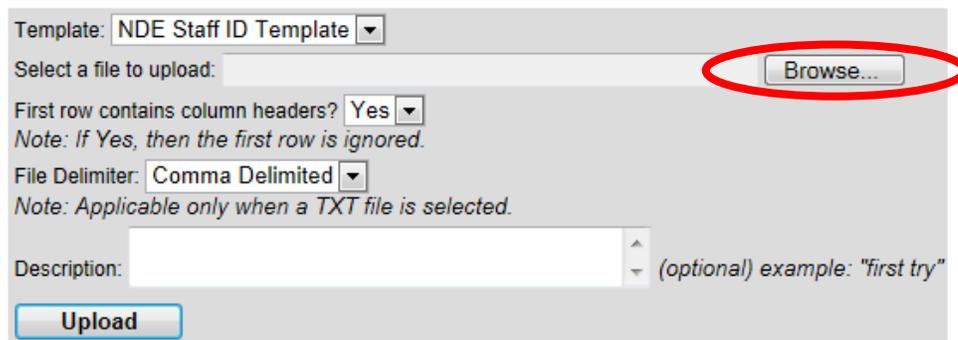
How to Import/Upload Data with a Batch File

A batch file may contain one or more records. The records in the batch file will be processed for matching with an already assigned Staff ID, or be assigned a new Staff ID.

1. From the navigation menu, click on “**Batch Upload**”.



Batch Upload

A screenshot of the 'Batch Upload' form. The form includes a 'Template' dropdown menu set to 'NDE Staff ID Template'. Below it is a 'Select a file to upload:' field with a 'Browse...' button circled in red. Further down are 'First row contains column headers?' (set to 'Yes'), a note 'Note: If Yes, then the first row is ignored.', 'File Delimiter:' (set to 'Comma Delimited'), and another note 'Note: Applicable only when a TXT file is selected.'. At the bottom is a 'Description:' text box with a placeholder '(optional) example: "first try"' and an 'Upload' button.

Note: The only template is “NDE Staff ID Template.”

2. Click on “**Browse**” and navigate to the import/upload file and select “**Open**”.
3. The input file may or may not have the first row contain column headings. Choose yes or no for “First row contains column headers?”
4. If selected a file with extension TXT, the “File Delimiter” must be selected. The selection for file delimiter section is ignored if you have selected a file with extension CSV (comma separated) or with extension TAB (tab separated).
5. Enter a description of the file (optional).
6. Click “**Upload**”.

If the upload is successful, a confirmation screen (shown below) will be shown listing the records imported/upload. All batches are assigned a unique batch file number, which is shown here.

Batch Upload

[Continue and Validate Data](#)

Added Record: Doe, John R (JDoe1)
Added Record: NewTeacher, Abby B (nabby)
Added Record: Teacher, Bob William (BT1)
Added Record: Instructor, Rob Sam ()
Added Record: Librarian, John J (JL)
Added Record: Teacher, Bob A (bteacher)
Added Record: Instructor, Bob L (002)
Added Record: Teacher, Tom (tomt1)
Added Record: Instructor, Billy Fred (003)
Added Record: , ()

(Data imported into batch #53)

[View Batch](#)

7. Click on the “**Continue and Validate Data**” button to check the data or make corrections to the data. Alternatively, if you wish to review the contents of the uploaded batch before validating the data, click on the “**View Batch**

Validating and Correcting the Batch File

If the batch file has validation errors, the “Batch Validate” screen will appear. If there are no validation errors, the system will automatically proceed to searching for near matches (See next step [Performing Search for Near Matches](#))

All validation errors will be highlighted in red. These error(s) must be corrected before continuing to the next step.

1. To correct or edit a record, click the “**Edit**” button on the record to edit the data in the batch.

Batch Validate

4 records found with error. See below

View: 

Batch ID: 2

Status: Submitted

Description: file with missing data

Updated: 4/6/2011 1:50:40 PM

	Sequence	SSN	Local ID	Last Name	First Name	Middle Name	Gender	Birth Date
<input type="button" value="Edit"/>	1		101	Teacher	Tom	Something	M	1/1/1950
<input type="button" value="Edit"/>	2	555119876		Superintendent	Samantha	A	F	12/31/1910
<input type="button" value="Edit"/>	3	444229876	103		Librarian	Larry	M	6/30/1990
<input type="button" value="Edit"/>	4	123559091	104	Teacher	Emily	Claire		
<input type="button" value="Edit"/>	5	591-023-915	105	Teacher	Bob	4/2/1967		
<input type="button" value="Edit"/>	6	125-617178	106	Lastnameonly			F	4/30/2008

Updated By: 826

2. The invalid fields will be noted in red. Note: First Name, Last Name, Gender, and Date of Birth are required fields and must be formatted properly. See [NDE Staff ID Import/Upload Batch File Layout Quick Reference](#) for instructions regarding the batch file.

Batch Edit

Batch ID:	2	
Sequence:	5	
SSN:	591-023-915	Not Valid
Local ID:	105	
First Name:	Bob	
Middle Name:	4/2/1967	
Last Name:	Teacher	
Gender:	<input type="text"/>	
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	(month / day / year) Required

Save

In the above example, the record contained an invalid SSN caused by the extra digit and the gender and date of birth were missing or not valid.

3. Once the correction has been made, click on **“Save”** to return to Batch Validation.
4. When all corrections have been made, the batch records are then automatically processed for near matches.

Performing Search for Near Matches

1. Click on “**Batch Search**” from the navigation menu.



All records in the batch will be searched for existing Staff ID assignments. This process may take a few seconds to several minutes depending on the size of the batch file and the batch file processing queue.

The records are currently being processed for near matches (shown below). The batch records are searched for possible staff already assigned a NDE Staff ID.

Batch Search

Upload Date From: To:
Status:

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
<input type="button" value="View"/>	2/23/2012	55		9	Validated	(Looking for Near Matches...)

When the processing is complete, the batch's status will be “Resolving_Near_Matches”, and a button “**Assign IDs**” will appear (shown below).

Batch Search

Upload Date From: To:
Status:

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
<input type="button" value="View"/>	2/23/2012	55		9	Resolving_Near_Matches	<input type="button" value="Assign IDs"/>

2. Select the “**Assign IDs**” button to proceed to the next step “Resolving near matches”.

Resolving Near Matches

To avoid duplicate Staff IDs assigned to the same staff person; this step searches the existing Staff ID assignments for matches based on the criteria provided. A record may have no or several near matches. If a record has at least one near match, the record is required to be resolved before proceeding to the next step. These instructions demonstrate resolving a near match.

Batch Assign IDs

6 record(s) found with possible matches.

7 record(s) resolved.

View:

Batch ID: 55 Status: Resolving_Near_Matches

Description:

Updated: 2/23/2012 3:07:40 PM

Sequence	Near Matches	Action	Staff ID	SSN	Last Name	First Name	Middle Name	Local ID
1	1	<input type="button" value="Change"/>	3245936215	555654321	Doe	John	R	JDoe1
2	0	<input type="button" value="Change"/>	3979883263	555129876	NewTeacher	Abby	B	nabby
3	2	<input type="button" value="Resolve"/>	[REDACTED]	555123456	Teacher	Bob	William	BT1
4	1	<input type="button" value="Change"/>	4361564095	555223344	Instructor	Rob	Sam	
5	1	<input type="button" value="Change"/>	9030495459		Librarian	John	J	JL
6	2	<input type="button" value="Change"/>	9869278595		Teacher	Bob	A	bteacher
7	0	<input type="button" value="Change"/>	7842929748		Instructor	Bob	L	002
8	2	<input type="button" value="Resolve"/>	[REDACTED]		Teacher	Tom		tomt1
9	0	<input type="button" value="Change"/>	8641699691		Instructor	Billy	Fred	003

Updated By: Matthew Dicke (826)

Record(s) with no near matches will be assigned a new Staff ID. These record(s) are indicated by the Staff ID column contains “[create]”.

Record(s) requiring action to resolve will have a “**Resolve**” button. Click “**Resolve**” and resolve the record by selecting a near match Staff ID or assigning a new Staff ID.

The imported/uploaded staff records are displayed on the top, while any near matches are displayed on the bottom.

Batch Resolve Near Matches

Batch ID: 55

Sequence: 3

Staff Record to Review and Select								Edit Record
Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Local ID	
	555123456	Teacher	Bob	William	M	4/30/1990	BT1	
<input type="button" value="Assign Selected"/>		<input type="button" value="Compare Selected"/>		<input type="button" value="Create New ID"/>		<input type="button" value="Cancel Staff Record"/>		
Near Matches / Duplicates Found								
	Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Score
<input type="radio"/>	9596509897	555123456	Teacher	Bob	A	M	4/30/1990	90
<input type="radio"/>	9470875651	*****	Teacher	Bob	Y	M	6/30/1981	60
<input type="button" value="Back to Batch Assign IDs"/>								

The options to resolve near matches are:

1. **“Assign Selected”** – The selected near match record is the submitted staff person’s record. This will use this near match’s Staff ID for the current record and therefore will not create a new Staff ID. The Staff ID for the record will contain the selected near match’s Staff ID.

In the example shown below, one match has an identical SSN (shown in green) to the batch record. Choosing **“Assign Selected”** will use this Staff ID.

If **“Assign Selected”** is selected and the records differ, see “Staff Record Resolving”

2. **“Compare Selected”** – Compares the selected near match record against the imported/uploaded record (see below).

Batch Resolve Near Matches

Batch ID: 55

Sequence: 3

Staff Record to Review and Select								Edit Record
Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Local ID	
	555123456	Teacher	Bob	William	M	4/30/1990	BT1	
<input type="button" value="Assign Selected"/>		<input type="button" value="Compare Selected"/>		<input type="button" value="Create New ID"/>		<input type="button" value="Cancel Staff Record"/>		
Near Matches / Duplicates Found								
	Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Score
<input type="radio"/>	9596509897	555123456	Teacher	Bob	A	M	4/30/1990	90
<input type="radio"/>	9470875651	*****	Teacher	Bob	Y	M	6/30/1981	60
<input type="button" value="Back to Batch Assign IDs"/>								

Batch Records Compare

Staff Record being reviewed.			
Batch ID:	55	Sequence:	3
First Name:	Bob	Last Name:	Teacher Middle Name: William
Gender:	M	Date Of Birth:	4/30/1990
SSN:	555123456		
Near Match / Duplicate Staff [Staff ID: 9596509897] <input type="button" value="Assign this Staff ID"/>			
First Name:	Bob	Last Name:	Teacher Middle Name: A
Gender:	M	Date Of Birth:	4/30/1990
SSN:	***** [MATCH]		
Last Updated:	2/23/2012 3:07:30 PM	Last Updated By:	Matthew Dicke (826)
<i>Previous Names</i>			
<input type="button" value="Show Staff History"/>			
<input type="button" value="Back to Batch Resolve Near Matches"/>			

The imported/staff record is displayed at the top and the selected near match is displayed at the bottom. Fields that differ are highlighted in yellow.

Click **“Show Staff History”** for details of staff data collected by Nebraska Department of Education.

Click **“Assign this Staff ID”** to assign the near match’s Staff ID to the current batch file record.

If **“Assign this Staff ID”** or **“Assign Selected”** is selected and the records differ, see “Staff Record Resolving”

3. **“Create New ID”** – Mark this record for new Staff ID assignment. There are no near matches to the imported/uploaded staff record. The Staff ID for the record will contain “[create]”.

Sequence	Near Matches	Action	Staff ID	SSN	Last Name	First Name	Middle Name	Local ID
1	0		[create]	555127890	Doe	John	R	JDoe1

4. **“Cancel Staff Record”** – Mark this record to not assign a Staff ID. The Staff ID for the record will contain “[cancel]”. Note: The export file will contain “[cancel]” in the Staff ID field for this batch record.

Sequence	Near Matches	Action	Staff ID	SSN	Last Name	First Name	Middle Name	Local ID
2	1	<input type="button" value="Change"/>	[cancel]	555119876	NewTeacher	Abby	B	nabby

5. “Edit Record” – Edit the imported/uploaded record.

Batch Resolve Near Matches

Batch ID: 55

Sequence: 3

Staff Record to Review and Select								
Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Local ID	
	555123456	Teacher	Bob	William	M	4/30/1990	BT1	
<input type="button" value="Assign Selected"/>		<input type="button" value="Compare Selected"/>		<input type="button" value="Create New ID"/>		<input type="button" value="Cancel Staff Record"/>		
Near Matches / Duplicates Found								
	Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Score
<input type="radio"/>	9596509897	555123456	Teacher	Bob	A	M	4/30/1990	90
<input type="radio"/>	9470875651	*****	Teacher	Bob	Y	M	6/30/1981	60
<input type="button" value="Back to Batch Assign IDs"/>								

Change the batch record and click “**Save**”.

Batch Edit

Batch ID:	55
Sequence:	3
SSN:	<input type="text" value="555123456"/>
Local ID:	<input type="text" value="BT1"/>
First Name:	<input type="text" value="Bob"/>
Middle Name:	<input type="text" value="William"/>
Last Name:	<input type="text" value="Teacher"/>
Gender:	<input type="text" value="Male"/> ▼
Date of Birth:	<input type="text" value="4"/> / <input type="text" value="30"/> / <input type="text" value="1990"/> (month / day / year)
<input type="button" value="Save"/> <input type="button" value="Remove"/>	

Note: Editing the batch record will cause the batch to be reprocessed for near matches.

Once all records are resolved, the “**Continue and Assign IDs**” button will be enabled. Click “**Continue and Assign IDs**” to process the batch file and assign new Staff IDs to records designated by “[create]” in the Staff ID column.

Staff Record Resolving

If the selected near match's record differs from the district's staff record (or uploaded record) the "Staff Record Resolving" screen will appear. This step is to update the NDE Staff ID assignment record with the data supplied from the district's imported/uploaded batch file record.

Staff Record Resolving

NDE's Staff ID System Record Staff ID: 9596509897		District's Staff Record Batch ID: 55 Sequence: 3	
Staff ID:	9596509897	-->	(Staff ID field)
First Name:	Bob		Bob
Last Name:	Teacher		Teacher
Middle Name:	A	<--	William
Gender:	M		M
Date Of Birth:	4/30/1990		4/30/1990
SSN:	555123456		555123456
Last Updated:	2/23/2012 3:07:30 PM	<--	2/23/2012 3:37:02 PM
Last Updated By:	Matthew Dicke (826)	<--	Matthew Dicke (826)

Please confirm changes to NDE Staff ID record: Middle Name

Yes, use this ID and update Staff ID record No, cancel and return to Batch Resolve

Fields that differ are highlighted in yellow. The NDE Staff ID system record is shown on the left, and the district's staff record is shown on the right.

The arrows between the fields indicate which field will be updated. In the above example, the Staff ID record will have the middle name changed to "William". This middle name is updated and is indicated with a left arrow. The district's staff record will have the Staff ID of "9596509897".

Note: Fields with a left arrow (<--) will result in a change to the NDE Staff ID assignment record with data from the district's staff record.

Note: Fields with a right arrow (-->) will result in a change to the district's staff record with data from the NDE Staff ID assignment record.

To confirm the assignment of the Staff ID record, select **"Yes, use this ID and update Staff ID record"**. Otherwise select **"No, Cancel and Return to Batch Resolve"**.

Batch Resolved

When all near matches are resolved, the “**Continue and Assign Staff IDs**” button will be enabled.

Batch Assign IDs

3 record(s) found with possible matches.

4 record(s) resolved.

5 new Staff IDs will be assigned.

View: ▾

Batch ID: 56 Status: Resolving_Near_Matches

Description:

Updated: 2/23/2012 3:39:00 PM

Sequence	Near Matches	Action	Staff ID	SSN	Last Name	First Name	Middle Name	Local ID
1	1	<input type="button" value="Change"/>	3245936215	555654321	Doe	John	R	JDoe1
2	0		[create]	555129876	NewTeacher	Abby	B	nabby
3	2	<input type="button" value="Change"/>	[cancel]	591257517	Teacher	Bob	William	BT1
4	1	<input type="button" value="Change"/>	8604679138	555223344	Instructor	Rob	Sam	
5	1	<input type="button" value="Change"/>	9030495459		Librarian	John	J	JL
6	2	<input type="button" value="Change"/>	[create]		Teacher	Bob	A	bteacher
7	0		[create]		Instructor	Bob	L	002
8	2	<input type="button" value="Change"/>	[create]		Teacher	Tom		tomt1
9	0		[create]		Instructor	Billy	Fred	003

Updated By: Matthew Dicke (826)

In the above example, the records with Staff ID column of “[create]” will be assigned a new Staff ID. Records with “[cancel]” will not be assigned a Staff ID.

Records with a “Change” button indicate choice of action to resolve the record was made. This action can be changed by clicking on the “**Change**” button. See “Resolving Near Matches” for selecting an action.

Assign Staff IDs

The processing of assigning Staff IDs may take a few seconds to several minutes, depending on the size of the file and processing queue. (See below)

Batch Search

Upload Date From: To:

Status: ▼

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	2/23/2012	56		9	Assigning	(Assigning Staff IDs...) 

When the processing is completed, the option to download the file will be shown. (See below)

1. Click "**Download**" to download the finished batch file. See the next step "Downloading Export File".

Batch Search

Upload Date From: To:

Status: ▼

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	2/23/2012	56		9	Finished	Download

Downloading Export File

See [NDE Staff ID Export/Download File Layout](#) for additional information.

The export/download file may be in three formats, designated by the file's extension:

1. TXT file (select file delimiter of comma or tab)
2. CSV file (comma separated)
3. TAB file (tab separated)

Batch Download [Add To Download Cart](#)

Batch ID: 56 Status: Finished

Description:

Updated: 2/23/2012 3:39:00 PM

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▼

Include column headers? Yes ▼

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) Comma Delimited ▼

Create Download File

[Back to Batch Search](#)

Column headers may be included in the download file by selecting “**Yes**” for “Include column headers?”.

Click “**Create Download File**” to create the download file.

Batch Download [Add To Download Cart](#)

Batch ID: 56 Status: Finished

Description:

Updated: 2/23/2012 3:39:00 PM

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▼

Include column headers? Yes ▼

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) Comma Delimited ▼

Ready-> Right-Click [here](#) and choose 'Save Target As..' to save the file to disk.

[Download 00-0000-000_Batch56.TXT](#)

[Back to Batch Search](#)

Right-click the link and choose “**Save Target As..**” to save the file to disk. To view the file in the browser, click on the download link and select “**Open**”. Here is a sample of the contents of that file:

```
SSN,LOCALID,LASTNAME,FIRSTNAME,MIDDLENAME,GENDER,BIRTHDATE,NDE_STAFF_ID
555654321,JDoe1,Doe,John,R,M,8/25/1989,3245936215
555129876,nabby,NewTeacher,Abby,B,F,12/31/1910,1763211468
591257517,BT1,Teacher,Bob,William,M,6/30/1988,[cancel]
555223344,,Instructor,Rob,Sam,M,8/4/1971,8604679138
,JL,Librarian,John,J,M,5/3/1981,9030495459
,bteacher,Teacher,Bob,A,M,4/30/1990,7876151606
,002,Instructor,Bob,L,M,4/2/1967,8909516947
,tomt1,Teacher,Tom,,M,4/30/1982,7860899172
,003,Instructor,Billy,Fred,M,3/14/1974,3931967735
```

The Download Cart can combine multiple batch files into a single download file. Select “**Add to Download Cart**” to add the current batch to the download cart. See “Download Cart” for more information.

Download Cart

The download cart allows multiple batches to be combined in a single download file. Batches must have the status of “Finished” before being added to the download cart. Finished batches can be added or removed from the download cart at any time.

1. Batches may be added to the download cart by clicking “**Add To Download Cart**” on the batch download screen

Batch Download

Batch ID: 56 Status: Finished

Description:

Updated: 2/23/2012 3:39:00 PM

Template: ▼

Include column headers? ▼

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) ▼

2. Select “**Download Cart**” from the navigation menu.

NDE Staff ID

- [-] Individual
 - Staff Search
 - Add Staff
- [-] Batch Process
 - Batch Upload
 - Batch Search
 - Download Cart**
 - Login

3. From the Batch Download Cart screen, you can view any of the batches in the card, remove a batch from the cart, or remove all the batches in the cart.

Batch Download Cart

	Date Uploaded	Batch ID	Description	Number of Records	Status	
<input type="button" value="View"/>	9/13/2011	36	(individual)	1	Finished	<input type="button" value="Remove from Cart"/>
<input type="button" value="View"/>	8/31/2011	34	example bad csv2	5	Finished	<input type="button" value="Remove from Cart"/>
<input type="button" value="View"/>	2/23/2012	56		9	Finished	<input type="button" value="Remove from Cart"/>

4. To download all the batches in the cart, click “**Download All Batches in Download Cart**”.

Batch Download Cart (Download All Batches in Cart)

Batch IDs: 36;34;56;

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▼

Include column headers? Yes ▼

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) Comma Delimited ▼

Create Download File

Back to Download Cart

5. Click **“Create Download File”** to generate the single download file with all the batches.

Batch Download Cart (Download All Batches in Cart)

Batch IDs: 36;34;56;

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▼

Include column headers? Yes ▼

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) Comma Delimited ▼

Ready--> Right-Click [here](#) and choose 'Save Target As..' to save the file to disk.[Download 00-0000-000 DownloadCart.TXT](#)

Back to Download Cart

6. Right-click the link and choose **“Save Target As..”** to save the file to disk. To view the file in the browser, click on the download link and select **“Open”**.

NDE Staff ID

Import/Upload Batch File Layout

Import/Upload Batch File Layout

This document will provide the layout of the batch files for uploading or importing into the NDE Staff ID system. Staff may be reported only once to be assigned a NDE Staff ID.

Staff First, Last, and Middle Name

The following guidelines should be followed regarding staff names:

- 1) The names provided should correspond to the name of the person's official name.
- 2) Remove parenthesis.
- 3) Remove all special characters (such as periods, commas, asterisks, exclamation points).

Filenames

Filenames may contain characters, periods, underscores, or hyphens. Spaces and other special characters are not permitted.

File Types and Extensions

Input files must be in one of these formats:

- 1) A comma or tab separated file with file extension of "TXT".
- 2) A comma separated file with file extension of "CSV".
- 3) A tab separated file with file extension of "TAB".

Delimiters

Fields must be delimited by a single tab or comma. The same delimiter must be used throughout the file.

Processing

The Staff ID System allows certain errors found within a Staff Batch File to be repaired by the "Edit" function. However, other problems will result in the entire file being rejected include, but not limited to:

- 1) The number of fields is not correct.
- 2) The file is not tab or comma delimited.
- 3) The file is larger than 5MB.
- 4) The file is taking too long to upload (website timeout error).

Record Layout

Please note: all fields are required except for SSN, Local ID, and Middle Name/Initial.

Order	Field Name	Maximum Length	Required	Notes/Format Details	Sample Data
1	SSN	9	No	Allowed format is with or without dashes.	555127890 (or) 555-12-7890 (or) (blank)
2	Local ID	30	No	Optional identifier	JDoe1
3	Last Name	30	Yes		Doe
4	First Name	30	Yes		John
5	Middle Name/Initial	30	No	Middle name or middle initial	R (or) Roger
6	Gender Code	1	No	Valid values: (blank) F- Female M-Male	(blank) (or) F
7	Birth Date	10	Yes	Allowed formats: 'mm/dd/yyyy' or 'mm-dd-yyyy' or 'yyyy/mm/dd' or 'yyyy-mm-dd'	8/25/1993 (or) 1993-8-25

The input file may or may not have the first row contain column headings. Choose yes or no for "First row contains column headers?" when uploading a file. The fields must be in the proper order in the record layout, despite the order of the column headers.

Note: SSN is not a required field. If SSN is provided, searching for near matches is improved and results in better accuracy.

NDE Staff ID

Export/Download File Layout

Export/Download File Layout

This document will provide the layout of the batch files downloaded or exported from the NDE Staff ID system.

The NDE Staff ID system allows the batch file to be downloaded at several points during the Staff ID assignment process. Therefore, a batch file may or may not have the NDE Staff ID column. However, the layout described here reflects the finished batch file when completing the NDE Staff ID assignment process.

Users can download one batch file at a time or multiple batches using the Download Cart. See NDE Staff ID User Manual for download instructions. Each batch file will have the same record layout.

File Types and Extensions

Exported or downloaded batch files will have a file extension of "TXT", "CSV", or "TAB".

The downloaded files may be opened in Microsoft Excel. Please note if the file is subsequently saved in Microsoft Excel, leading zeros may be missing or other fields may be reformatted depending on your settings in Microsoft Excel. Please refer to the instructions "Opening a .txt or .csv File With Microsoft Excel" available on Nebraska Department of Education's website at: <http://www.education.ne.gov/nssrs/>

Delimiters

Fields will be delimited by a single tab or comma. The type of file delimiter is chosen when downloading the batch file.

Record Layout

The file may or may not have the first row contain column headings. Choose yes or no for “Include column headers?” when downloading the batch file.

Order	Field Name	Maximum Length	Null or Blank Allowed	Notes/Format Details	Sample Data
1	SSN	9	Yes	No dashes	555127890
2	LOCALID	30	Yes	Optional identifier	JDoe1
3	LASTNAME	30	No		Doe
4	FIRSTNAME	30	No		John
5	MIDDLENAME	30	Yes	Middle name or middle initial	R (or) Roger
6	GENDER	1	Yes	Valid values: (blank) F- Female M-Male	(blank) (or) M
7	BIRTHDATE	10	No	'mm/dd/yyyy'	8/25/1993
8	NDE_STAFF_ID	10	No	10-digital number (or) [cancel] (see NDE Staff ID field below)	1234567890

Note: The exported or downloaded file record layout is similar to the import or upload file record layout, with the exception of the Staff ID is added as the last column.

NDE Staff ID field

There are different possible values of NDE Staff ID field, which is determined during the Staff ID assignment process:

- 1) A new NDE Staff ID is assigned; the NDE Staff ID field will contain a 10-digit number.
- 2) An existing NDE Staff ID is found for this staff person, therefore the NDE Staff ID field will contain a 10-digit number
- 3) The record was cancelled during the NDE Staff ID assignment process; therefore the field will contain “[cancel]”. This record was not assigned an NDE Staff ID.

Change Summary

Version 4.0 – August 5, 2016

1. Added ADVISER Email address

Version 3.1.1 – July 26, 2013

2. Updated Search screenshots

Version 3.1.0 – June 4, 2013

1. Gender is no longer a required field

Version 3.0.0 – March 12, 2013

1. Removed NDE Staff ID Download – User Guide, this application is no longer used
2. Updated screenshots to reflect new font and style

Version 2.1 – April 19, 2012

1. Added NDE Staff ID Download – User Guide

Version 2.0 – February 24, 2012

1. All three (3) Staff ID documents merged into one document
 - a. NDE Staff ID – User Guide
 - b. NDE Staff ID - Export/Download File Layout
 - c. NDE Staff ID – Import/Upload Batch File Layout
2. Discontinued NDE Staff ID Download – User Guide

Version 1.1 – NDE Staff ID Download - August 1, 2011

1. Changed the download file format to be similar to the NDE Staff ID Export/Download file layout. Refer to “NDE Staff ID Export/Download File Layout, Version 1.0 – April 22, 2011”.
 - a. Reordered the “LOCAL_STAFF_ID” to second field.
 - b. Added “MIDDLENAME” as the fifth field.

Version 1.0 – April 22, 2011